

# LEDGEWOOD BEACH WATER DISTRICT

## Meeting Minutes

August 12, 2025

Commissioner Callahan called the meeting to order at 2:00 pm.

PRESENT: Commissioners Diane Callahan, Steve Clemens, Don Pinter; Andy Campbell from WWS and one community member.

### Public Comments:

There were no public comments.

### Minutes:

**MOTION:** To approve the July 8th minutes (Clemens/Pinter). Approved 3 – 0

### Financials:

Commissioners reviewed the following vouchers for payment

<u>Date</u>	<u>Voucher#</u>	<u>Payee</u>	<u>Amount</u>
8/12/25	OM 8-1	Don Pinter	\$ 148.68
8/12/25	OM 8-2	Steve Clemens	\$ 148.68
8/12/25	OM 8-3	Diane Callahan	\$ 175.81
8/12/25	OM 8-4	Whidbey Water Service	\$ 754.69
8/12/25	OM 8-5	Puget Sound Energy	\$ 464.20
8/12/25	OM 8-6	Madsen Enterprise, Inc	\$ 6,049.28
8/12/25	OM 8-7	Whidbey Telecom	\$ 59.85
8/12/25	OM 8-8	Enduris Washington	\$ 5,640.00

MOTION: To approve Vouchers (Clemens/Pinter) 3-0

**MOTION:** To discuss the July financials (Clemens/Pinter)

Commissioner Callahan expressed concern regarding our current versus planned expenses. The current figure of \$44K compares to our annual budget amount of \$51K while we are only two-thirds of the way through the year. The apparent cause has been the number of unexpected repairs. Mr. Campbell stated that there were grants available to assist in helping water districts with needed repairs. It was agreed that with our current financial position we would not qualify at this time. Mr. Campbell explained that a lot of systems on the island are at that age where parts are beginning to fail. It was estimated that our system was put in in the 60's when materials were of lesser quality.

Commissioner Callahan mentioned that our Capital Account should reflect our planned expenses and that Terri Campbell was going to check with the County to see how that would be handled and how it might affect our interest.

Commissioner Callahan pointed out that we were still making over \$1K each month in interest.

There being no more discussion, Commissioner Callahan call for a vote to accept the financials.  
Accepted 3-0

**Operations:** (July 2025) by Andy Campbell, WWS

- The Pinecrest well pumped 868,802 gallons in 374.16 hours
- Average daily system volume was 28,026 gallons
- Backwash water 36,100 gallons
- Average daily use per 141 connects was 199 gallons
- Estimated use for maintenance and flushing, 2,000 gallons
- All water tested good
- Repairs done at Fircrest and Sea Shell
- Replaced the batteries in the security system at the well site.

Commissioner Callahan inquired of Mr. Campbell about an estimate for the repair of the retaining wall on Fircrest. He stated that WWS would be moving the meter down by the road were it should be rather than behind the wall and that Madsen would be doing the work at the same time they do our other projects. Commissioner Callahan stated for the year we had spent \$6,000 for Madsen and \$5,000 for WWS for labor on temporary repairs waiting for Madsen. Mr. Campbell stated that Madsen was the only company that had the equipment and expertise to do the work professionally. Mr. Campbell indicated he would put more pressure on them to get the projects done.

Commissioner Callahan stated that there was a meter on Cedarcrest that the owner requested that the orientation be changed so he could read it. Mr. Campbell stated they would take care of it.

Commissioner Callahan also inquired as the status of our PFAS reporting. Mr. Campbell stated they had done the first of the two tests required each year. WWS is still awaiting the results.

**Rentals:**

Rental of the Firehouse for July netted \$5

**Old Business:**

- Future projects to take into consideration the promptness of completion.
- Generator cost estimates – Mr. Campbell stated he has problems getting contractors to offer bids.
- Emergency Response Plan – Water access – Mr. Campbell stated he would get the equipment to run a hose from the pump house to the fence to provide water during an emergency.
- Customer Email List – Mr. Campbell stated it would be more effective to use sandwich boards around the neighborhood as some people don't read their emails or don't have a cell phone. It would also provide guests with the information. Commissioner Callahan suggested we could add a email request to our quarterly billing.
- Move maps to pump house – We have purchased two totes for relocating maps to the pump house for access to WWS during emergencies.
- Pump House Key – Mr. Campbell will supply one key to be kept in the Firehouse for use by the Commissioners.
- System Tour – Postponed to a later date.

**New Business:**

- Drop Box Payments – Mr. Campbell indicated that the County requires all payments to be deposited within 24 hours of receipt. Commissioner Clemens suggested we either require customers to mail in their payments or we appoint someone to make sure the lockbox is checked on the 15<sup>th</sup> and deliver them to WWS by the following day. Commissioner Pinter read the existing resolution and the new resolution requiring payments accepted at the Firehouse drop box be made by the board meeting prior to the payment date.

**MOTION:** To amend Resolution # 104, Services Policy, to clarify the timing of delivery of payments made into the LBWD lockbox to Whidbey Water Services. (1-2; motion failed)

**Public Comments:** None

**Commissioner Comments:** None

There being no other comments, Commissioner Callahan closed the meeting at 3:00

Respectfully Submitted – Don Pinter

**Ledgewood Beach Water District - Financial Statement 2025**

	August meeting Report	Annual Budget	Budget Target to Achieve
<b>OPERATIONS &amp; MAINTENANCE - #711</b>			
Beginning Cash Balance	14,114.79	14,114.79	0.00
Receipts - Base Rate	40,948.98	70,000.00	29,051.02
Receipts - Sale of Water	4,541.04	11,500.00	6,958.96
Receipts - Other	0.00	0.00	0.00
Receipts - Transfer Fees Escrow	100.00	100.00	0.00
Receipts - Rental (Firehouse)	40.00	0.00	(40.00)
Late Fees Collected	305.00	305.00	0.00
Computer Adjustment	0.00	0.00	0.00
NSF Checks	0.00	0.00	0.00
NSF Funds Collected	0.00	0.00	0.00
NSF Fees Charged	0.00	0.00	0.00
<b>Expenses</b>			
Operation & Maintenance (Vouchers)	(43,912.09)	(50,898.89)	(6,986.80)
NSF Withdrawn from Island County	0.00	0.00	0.00
Transfer <b>To</b> Capital Improvements Fund #765	0.00	31,350.00	31,350.00
Other	0.00	0.00	0.00
<b>Ending Balance Operations &amp; Maintenance fund</b>	<b>\$ 16,137.72</b>	<b>\$ 76,470.90</b>	<b>\$ 60,333.18</b>
<b>CAPITAL IMPROVEMENT FUND - #765</b>			
Beginning Cash Balance	483,011.13	483,011.13	0.00
Receipts Hook-ups	11,000.00	11,000.00	0.00
Receipt Tax on Hook-up	0.00	0.00	
Interest Earned on Investments	7,870.07	10,000.00	2,129.93
Transfer In <b>From</b> Operation & Maintenance Fund #711	0.00	31,350.00	31,350.00
Less Capital Improvement Expenses	(12,403.63)	(84,500.00)	(72,096.37)
<b>Beginning Cash Balance</b>	<b>25,000.00</b>		
Transfer to ER Fund #773	0.00	(25,000.00)	
<b>Ending Balance Capital Improvement Fund</b>	<b>514,477.57</b>	<b>425,861.13</b>	<b>(38,616.44)</b>
<b>EMERGENCY RESERVE FUND - #773</b>			
Beginning Cash Balance Emergency Reserves	0.00	0.00	0.00
Funds transferred in from O&M #711	0.00	0.00	0.00
Funds transferred in from Capital Improvement #765	0.00	25,000.00	25,000.00
Interest Earned on Investments	0.00	50.00	50.00
Funds Transferred to OM Fund #711	0.00	0.00	0.00
Funds Transferred to CI Fund #765	0.00	0.00	0.00
<b>Ending Balance Emergency Reserve Fund</b>	<b>0.00</b>	<b>25,050.00</b>	<b>\$ 25,050.00</b>
<b>TOTAL OF ALL ACCOUNTS (Fund 711 and Fund #765)</b>	<b>530,615.29</b>	<b>502,332.03</b>	<b>21,716.74</b>
Invested Funds	(463,500.00)		
Total Available Cash	67,115.29		
Annual Interest Earned from Investments (Year to Date)	\$ 7,870.07		